

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF CENTRAL DATA PROCESSING**

Jurisdictional Class: **Competitive**

Date Adopted:

Date Revised: **9/1/00**

Jurisdictions: **County**

Union Status: **Exempt**

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional administrative position involving responsibility for planning, directing, coordinating, and implementing the county's data processing activities. The work is performed under the general direction of the Board of Supervisors. Supervision is exercised over department staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works with departments in systems analysis of their operation to determine potential of data processing for department;

Supervises department staff in the development of computer system software and programming applications;

Develops software and programming applications;

Establishes input and output specifications, determines language for coding and developing or approving program logic;

Establishes and enforces documentation standards;

Designs management information systems for county use;

Determines cost effective computer hardware requirements;

Supervises acquisition of computer equipment;

Determines the schedule and priority of jobs to be run on county computer equipment;

Serves as liaison with other units regarding data processing activities;

Maintains liaison with Board of Supervisors;

Develops departmental budget and budget projections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of data processing hardware; thorough knowledge of computer software and its applications; thorough knowledge of systems analysis principles and practices; thorough knowledge of the principles and practices of computer programming; thorough knowledge of management information systems design and application; thorough knowledge of county functions as applied to data processing; ability to supervise subordinate staff; ability to develop and administer budgets; ability to establish working relationships with operating departments and the Board of Supervisors.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Systems Analysis, or a related field and five (5) years of experience in data processing including technical, financial and managerial application development, one of which must have been in a supervisory capacity; **OR**

Last Reviewed: 09/01/00

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Reviewed By: n/a

Last Reallocated: n/a

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- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science, Systems Analysis, or a related field; and seven (7) years of experience in data processing including technical, financial and managerial application development, one (1) of which must have been in a supervisory capacity; **OR**
- (C) High school graduation and nine (9) years of experience including technical, financial and managerial application development, one (1) of which must have been in a supervisory capacity; **OR**
- (D) An equivalent combination of training and experience as indicated in (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.